

COMPUTER OPERATOR I

Class Definition

Under close supervision, receives training in the operation of an electronic computer and its peripheral equipment for data processing and data communications.

Distinguishing Characteristics

Computer Operator I is the entry level class in the Computer Operator series. Incumbents are trained to operate an electronic computer, data communications equipment, and peripheral equipment, including receiving and recording computer input data, job set-up, and scheduling computer operations. This class is distinguished from Computer Operator II in that the latter is the journey level class in which incumbents are fully trained in computer operations.

Typical Tasks

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Receives and records computer input data from City departments.

Provides necessary input, and instructions needed, to expedite processing of data.

Reviews computer output data for completeness.

Receives training and operates an electronic computer and its peripheral equipment, such as consoles, tape drives, communications equipment, and printers.

Maintains control over the location and length of retention of tapes, files and other documentation stored in the tape library.

Prepares output data by bursting, decollating, organizing, and recording printouts and other materials.

Receives training in scheduling operation of the computer, such as scheduling computer time to meet production needs, modifying schedules to meet deadlines and coordinating emergency scheduling if required by machine malfunction or shortage of personnel.

Receives training in the operation of local and remote controllers, modems, and other communications equipment; assists with diagnostic and remedial procedures when required.

Receives training and responds to requests for assistance in proper operation and procedural instruction for display terminals, remote printers, personal computers, and other workstation equipment attached to central computers.

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Assists in installation of communications equipment, data communications wiring, and workstation equipment; instructs users in proper operations of installed equipment.

Delivers output data to user departments.

Assists in moving and stacking forms and supplies, inventory control, stocking and ordering.

Monitors computer console to keep abreast of changes or problems in the processing of difficult and complex programs.

Performs special staff assignments, such as updating operations manuals or designing forms control inventory systems.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of basic computer systems and terminology.

Knowledge of modern office methods.

Knowledge of job set-up or data entry for computer applications.

Ability to learn the standard methods and practices involved in operating electronic data processing equipment, including computers communications equipment, and peripheral devices.

Ability to learn disk operating systems and magnetic tape applications.

Ability to learn detailed job step instructions.

Ability to understand and carry out complex oral and written instructions.

Ability to establish and maintain effective working relationship with fellow employees and representatives of user departments.

Ability to become skilled in operating a computer, data communications equipment, and peripheral equipment.

Minimum Qualifications

Nine units of accredited college, university, or technical school course work in data processing, or closely related field, and six months of full-time paid work experience in computer operations. An additional six months of qualifying experience may be substituted for the required education.

A Computer Operator I, after one year of employment with the City and upon recommendation of the supervisor, may be promoted to Computer Operator II after successful completion of a non-competitive qualifying examination.

Necessary Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____

Director of Personnel

DATE: _____

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